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ABSTRACT

The study of task identification in clothing, apparel, and textile services presents statistical correlations of task frequencies obtained by questionnaire in six task clusters for the occupations of fabric specialist, tailor, alternation specialist, dry cleaner, launderer, and clothing apparel and textile service occupations. One-way matrices present, for each occupation, task clusters and tasks within each cluster arranged vertically in descending order of overall mean frequency of performance. A two-way matrix correlates task information for all six occupations, with occupations arranged horizontally and task clusters and individual tasks within each cluster arranged vertically in descending order of commonality of performance as indicated by overall mean frequency scores. A four-page bibliography is included together with eight appendixes which provide letters of transmittal, the task checklist questionnaire for each occupation, tables on schooling and training levels for each occupation and on the rank, mean range, standard deviation, and variance for each cluster in each occupation, descriptors used in an ERIC search, job opportunities in clothing apparel and textile services, an Iowa congressional map, a list of resource people, and additional task lists. (JR)

25 April 75

Identification of Tasks in Home Economics Related Occupations

INSTITUTIONAL AND HOUSEHOLD MAINTENANCE

CARE/DEVELOPMENT OF CHILDREN

FAMILY AND COMMUNITY SERVICES

CLOTHING, APPAREL, AND TEXTILE SERVICES

FOOD SERVICE

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Developed by the Departments of Home Economics Education
at Iowa State University and University of Northern Iowa
in cooperation with the Iowa Department of Public Instruction

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IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS

Clothing, Apparel, and Textile Services

Developed by the Departments of Home Economics Education at Iowa State University and University of Northern Iowa in cooperation with the Iowa Department of Public Instruction under research projects funded by Part C, P.L. 90-576

1974

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FOREWORD

This publication is one of a series of six publications designed to provide data pertaining to the performance of tasks in specific gainful occupations related to home economics. These data may be used in developing appropriate objectives and curricular content for the preparation of individuals to enter the specific occupations studied.

The six subject areas of home economics for related occupations investigated are a modification of the consumer homemaking cluster, which is one of the fifteen United States Office of Education clusters. They include institutional and household maintenance services, child care and development, housing and interior design, food service, family and community services, and clothing and apparel services.

Each of the six publications provides for its respective field a listing of major job categories within the field and the functions and tasks required for the job arranged according to clusters of similar tasks.

These publications are available from the State Director, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa, 50319.

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Billie Lou Sands, Director of the Study

Dorothy Lee Clausen, Research Associate

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IDENTIFICATION OF TASKS FOR CLOTHING APPAREL AND TEXTILE SERVICE OCCUPATIONS IN IOWA

INTRODUCTION

Occupational opportunities are increasing in the broad area of clothing and textiles. Consequently, there has been a need to increase occupational instruction in this area, particularly at the secondary and postsecondary levels.

The absence of a clear guide to facilitate curriculum development for this instruction has been a handicap to local curriculum planners who wish to expand career preparation in the Clothing Apparel and Textile Service occupations.

To be of greatest benefit to local planners the guide should include descriptions of the occupations in the Clothing Apparel and Textiles Services, the basic on-the-job tasks performed in those occupations, and the qualifications and training suggested to function successfully in them. The guide should be adapted to local teaching programs and would provide planners with essential information for meeting the employment preparation needs of students.

PURPOSE AND OBJECTIVES OF THE STUDY

The purpose of this study was to collect essential data for use in the development of a guide which would provide a base for curriculum development and subsequent implementation of occupational instruction in the area of Clothing Apparel and Textiles at the

secondary and postsecondary levels.

The primary focus of this study was to identify and validate those tasks performed by employees with less than a baccalaureate degree in Clothing Apparel and Textile Service occupations in Iowa.

The objectives for this study were:

Phase I

1. to prepare from available literature, a tentative list of occupations in Clothing Apparel and Textile Services requiring less than baccalaureate preparation.
2. to prepare a tentative list of jobs available in these Iowa occupations.
3. to prepare, from available literature, a tentative list of tasks needed for each occupation listed in objective one.

Phase II

4. to identify, through surveying and interviewing employers, supervisors, and employees, tasks needed for Clothing Apparel and Textile Occupations available in Iowa.
5. to develop a questionnaire to determine relative frequency of performed tasks identified for each occupation.
6. to develop a task matrix for use by local teachers in curriculum development in Clothing Apparel and Textile Service occupations in Iowa requiring less than baccalaureate preparation.

DEFINITION OF TERMS

The following terms are defined for better understanding of this study:

1. Clothing Apparel and Textile Service Occupations are those occupations which serve the consumer by either improving ready-to-wear garments, or by construction of garments.
2. Tasks are a logically related set of observable actions which contribute to a job objective.
3. Fabric Specialist: One who works with the home sewer through fabric stores, sewing machine centers and/or retail stores.
4. Tailor: One who constructs garments from start to finish according to customer specifications and measurements.
5. Alteration Specialist: One who repairs clothing and/or makes alterations on men's and women's ready-to-wear garments as required by the customer.
6. Dry Cleaner: One who works with garments or flat work to preserve and restore garment design and quality through modern dry cleaning skills of spot removing, cleaning, and finishing.
7. Launderer: One who works with garments, linens, or flat work to improve their quality and appearance through modern methods of washing, ironing, and finishing.

REVIEW OF BACKGROUND LITERATURE

The broad job field of Clothing Apparel and Textile Service occupations gives rise to a great opportunity for those people who do not have a baccalaureate degree. Opportunities for persons vary within a specific job and the amount of training one has had for the job. Ann Gorman[1] found in her study that three broad occupations would offer many opportunities to persons. These occupational areas were: (1) technical and managerial occupations, including designing and management; (2) service occupations, including laundry and dry cleaning services; and finally, (3) processing occupations, including tailors, dressmakers, seamstresses and alteration tailors.

The American Textile Manufacturers Institute Incorporated[2] states that there will be decreasing opportunities for low-skilled workers but increasing opportunities for well-trained personnel. A similar thought is echoed by H. A. Cabrin.[3]

A relatively new job field of prominence in Clothing Apparel and Textile Services is that of textile merchandising. Kitty Dickerson in her article, "Textile Training for Retailers" in the Journal of Home Economics stresses that it is becoming increasingly difficult for salespeople to answer consumers' questions on performance and care

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[1]Anna M. Gorman, An Instructional Program for Teachers of Occupational Training Programs Utilizing Home Economics Knowledge and Skill, Lexington: University of Kentucky, September, 1966.

[2]William E. Hopke (ed.), Encyclopedia of Careers and Vocational Guidance: Careers and Occupations, Vol. II, Chicago: J. G. Ferguson Publishing Company, 1972.

[3]Ibid., p. 93-103.

of the many new items. However, in order to sell their products, it is important that retail personnel be able to give meaningful textile information to consumers.[4] The California State Department of Employment states that personnel with specialized training in fabric, pattern, and notion merchandising could find positions at any time.[5]

The current demand for women skilled in performing alterations far exceeds those available. Talented alterationists can choose full-time work in any number of retail outlets or part-time work in the home.[6] A clothing assistant would be able to find openings in dry cleaning and laundry establishments as well as working with skilled alterationists or tailors.[7]

Bernice Mallory[8] suggests in her article, "Auxilliary Workers: Key to Enlarging Our Potential," that various professional people in Home Economics need to analyze jobs, prepare job descriptions, define qualifications, and train persons to fill jobs for which baccalaureate training is not required, but currently are held by professionals. A study limited to employment opportunities and characteristics of

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[4]Kitty Dickerson, "Textile Training for Retailers," Journal of Home Economics, XLVIII, (March, 1966), 205.

[5]Beatrice Warren, "Training for Vocations: Acquiring Fabric Know-How," Forecast, XIV, (February, 1969), 73.

[6]Mary Ann Zentner, "Training for Vocations: Meeting the Need for Alterationists," Forecast, XIV, (February, 1969), 73.

[7]Barbara Clawson, Clothing Assistant, Lubbock: Texas Technological University, September, 1969.

[8]Bernice Mallory, "Auxilliary Workers: Key to Enlarging Our Potential," Journal of Home Economics, LX, (October, 1968), 3-8.

occupations within the state of Florida offers similar suggestions. This study found that the following business types would employ personnel with home economics knowledge and skills in clothing and textiles: (a) bridal shops, (b) clothing stores, (c) women's apparel shops, (d) dry cleaners, (e) laundries, (f) linen services, (g) fabric stores, and (h) sewing machine stores. These employers felt that the necessary competencies could be attained through a program at the post secondary level with less than a B.A. degree needed.[9]

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[9]Agnes Fenster Ridley, Gainful Employment in Home Economics: Phase I, An Assessment of the Occupational Opportunities in the State of Florida Utilizing Knowledge and Skills Derived from the Field of Home Economics, Tallahassee: Florida State University, June, 1967.

PHASE I PROCEDURES AND RESULTS

Phase I of the study included the development of:

a) a tentative list of occupations in the Clothing Apparel and Textile Services,

b) a tentative list of tasks needed for each occupation, and

c) a list of jobs available in Iowa.

Four previously developed state studies were used to initiate the completion of the objectives for Phase I of the study. See Page 2 for the objectives of Phase I. A tentative list and a definition for each occupation in the Clothing Apparel and Textile Services was taken from the Occupational Outlook Handbook[10] and the Dictionary of Occupational Terms.[11] The state studies of Alabama[12] and Kentucky[13] also used these definitions and occupational listings. Occupational listings were supplemented by referring to clothing textbooks, unpublished research and occupational literature. A tentative list of

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[10]U. S. Department of Labor, Bureau of Labor Statistics Bulletin 1700, Occupational Outlook Handbook. 1792-73 edition, Washington: Government Printing Office, 1973.

[11]Beatrice O'Donnell, Worker Requirements and Methods of Entry into Home and Community Occupations Related to Home Economics: Brief Descriptions of Areas of Work and Worker Trait Groups for Individual Occupations, East Lansing: Michigan State University; Educational Publication Services, January, 1967.

[12]Revised Outline for the Preparatory Course in Occupational Home Economics in the Field of Clothing, Textiles, and Home Furnishing Services, Montgomery: Alabama State Department of Education, 1966.

[13]Anna M. Gorman, An Instructional Program for Teachers of Occupational Training Programs Utilizing Home Economics Knowledge and Skill, Lexington: University of Kentucky, September, 1966.

four large areas of Clothing Apparel and Textile Services were identified as follows: Clothing Specialist, Clothing Maintenance, Fabric Specialist, and Apparel Industry. Within each of these areas, a number of individual occupations were identified, each with various job titles or sub-occupations.

The majority of the research that has already been completed and available is in the areas of Clothing Specialist and Clothing Maintenance occupations. Previous studies have developed task lists, employment opportunities and competency lists needed for job tasks. Major task lists for these two areas were developed.

The Outline for Occupational Home Economics Course in Commercial Sewing and Alterations[14] developed by the state of Alabama furnished the initial job task list for the Clothing Specialist occupations developed in this study. This job task list was further developed by using Ridley's study of occupational opportunities in the state of Florida.[15] Two separate task lists were developed for the tailor and alteration specialist occupations. Additional tasks were added to these lists and some were deleted after other studies were consulted.

The second area, Clothing Maintenance, also included two major occupations, dry cleaning and laundry. The process used to

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[14] Outline for Occupational Home Economics Course in Commercial Sewing and Alterations, Montgomery: Alabama State Department of Education, 1966.

[15] Ridley, op. cit.

develop task lists for these two occupations was similar to the process used for the area of Clothing Specialist. It was difficult to develop task lists for the dry cleaning and laundry occupations because of the direction these occupations can take. Both dry cleaning and commercial laundry establishments can be owned and operated by one or two persons who would do all the various jobs within each occupation, or each establishment can have many employees who do only one or two jobs during the entire work day. Task lists for these two occupations, dry cleaning and laundry, included all possible jobs within each occupation. Bulletins furnished by each of these occupational industries provided additional information for the final task list.[16, 17]

Very few studies or task lists have been developed for the third area, the Fabric Specialist, or the Fabric Salesperson. This is not a new occupation but rather one that has become much more important to the consumer with the increased interest in creative home sewing. Studies by Lamb[18] and William[19] developed lists of competencies for a fabric salesperson. The task list for this study

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[16]National Institute of Dry Cleaning, Opportunity and A Future in the Dry Cleaning Industry, Maryland.

[17]International Fabricare Institute, Job Opportunities in the Laundry Industry, Joliet, Illinois.

[18]Jane Marie Lamb, "Identification of Certain Textile Knowledges Needed by Fabric Salespeople," unpublished Master's thesis, University of Tennessee, 1970.

[19]Ann E. William, "Textile Facts Known by Sales Personnel," unpublished Master's thesis, Colorado State University, 1971.

was developed by referring to these two lists, scanning related books and textbooks for competencies needed to work with fabrics, and interviewing persons working in fabric outlets in the Waterloo-Cedar Falls area to obtain a listing of their on-the-job duties.

The fourth area, Clothing Apparel and Textile Industry in Iowa, presented many problems. First, job descriptions of individual occupations were not readily available for those jobs that did not require a baccalaureate degree. Second, after a survey of the industries in Iowa, the majority of the industries have on-the-job training programs because each industry had their own specific way of handling the garment from start to completion. Thirdly, job opportunities within the Clothing Apparel and Textile Industry varied because the majority of the Iowa based industries are subsidiaries for large garment companies and are only involved in partial steps of garment construction. After personnel directors and plant managers returned a questionnaire with their comments, it was decided that this area should be eliminated from the study.

The list of job opportunities in the Clothing Apparel and Textile Services was developed from previous studies and then compared with listings from the Iowa Employment Security Commission . (See Appendix E , pages 102-103.)

PHASE II PROCEDURES AND RESULTS

Population and Sample

The population for this study included all persons employed in the following Iowa Clothing Apparel and Textile Service occupations:

1. Fabric Specialist
2. Tailor
3. Alteration Specialist
4. Dry Cleaner
5. Launderer

An employer's listing for Clothing Apparel and Textile Service occupations was compiled by using files from the Iowa Employment Security Commission[20] and telephone directories. A total of approximately 600 communities was used to develop the initial listing of all Clothing Apparel and Textile Service employers.

The sampling procedure for each of the five occupations was as follows:

1. Fabric Specialists -

   All fabric retail stores, dry good outlets and sewing machine outlets were listed. The sample of employers included the entire population of 179.

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[20]Mr. James T. Klein, in his letter of December 5, 1972, granted permission to use the Iowa Employment Security Commission's file.

2. Tailors -

The sample included the entire population of 82.

3. Alteration Specialists -

Alteration specialists were selected by using a stratified random sampling accomplished by randomly selecting one-third of the employers in the men's apparel outlets and women's apparel outlets in each of Iowa's six congressional districts. (See Appendix F page 105.) A sample size of 202 resulted.

4. Dry Cleaners -

The dry cleaners were selected by using a stratified random sampling accomplished by randomly selecting one-third of the dry cleaning establishments in each of Iowa's six congressional districts. (See Appendix F page 105.) This sampling included dry cleaning-laundry establishments not selected for the laundry sample. A sample size of 204 resulted.

5. Laundries -

The population included all commercial laundry establishments found in the Iowa telephone directories. One-third of the dry cleaning-laundry establishments listed was randomly selected to be included in the laundry population. The remaining two-thirds of the dry cleaning-laundry establishments were included in the population for number four, dry cleaners. The resulting sample size for laundries was 78.

Development of the Questionnaire

Questionnaires developed for each of the five Clothing Apparel and Textile Service occupations consisted of a list of tasks with a five point frequency rating scale and space for listing additional tasks performed. An information sheet with instructions accompanied each questionnaire.

Each of the five questionnaires was evaluated by qualified personnel who had previously worked in the areas of clothing apparel and textiles. Questionnaires were also submitted to the Men's Retail Association and the International Fabricare Institution for evaluation. Revisions were made to clarify the task checklist. Four Waterloo-Cedar Falls employers for each of the five occupations were then asked to give the questionnaire to an employee to validate the questionnaire and suggest necessary inclusions to make the questionnaire more valid and complete. All questionnaires submitted for validation were returned by the fabric specialists, 75 percent of the questionnaires were returned by the alteration specialists and launderers, and 50 percent of the questionnaires were returned by the tailors and dry cleaners. All 20 employers were contacted by telephone and the questionnaire was discussed with each of them.

After completion of the validation processes explained above, the original task lists were revised to include changes in tasks, to include additional tasks, and to include changes in phraseology. The questionnaires printed in final form included space for listing additional tasks performed and frequency of performance. (See Appendix B page 51.)

Collection of Data

To determine relative frequency of performed tasks identified for each occupation, the questionnaire was mailed to 83 Tailors on March 9, 1973; to 179 Fabric Specialists on March 9, 1973; to 78 Launderers on March 12, 1973; to 204 Dry Cleaners on March 14, 1973; and to 202 Alteration Specialists on March 15, 1973.

A follow-up letter was mailed to the non-respondents after three weeks. A second follow-up letter and duplicate questionnaire was mailed to those who had not responded by the end of the fourth week. (See Appendix A , pages 47 - 49 for copies of these letters and Appendix A , page 50 , for percent of respondents on each mailing.)

The number and percentage of questionnaires returned and usable is shown for each occupation in Table I . It should be noted that a large number of the questionnaires returned by the alteration specialists were not usable because many apparel outlets in the survey did not employ alteration specialists.

TABLE I

QUESTIONNAIRES RETURNED AND USABLE

OCCUPATIONS	POPULATION	SAMPLE	RETURNED		USABLE	
			N	Percent	N	Percent
Fabric Specialist	179	179	150	83	122	81
Tailor	83	83	54	65	31	57
Alteration Specialist	606	202	142	70	55	39
Dry Cleaner	612	204	149	73	114	77
Laundry	78	78	47	58	28	60

ANALYSIS OF DATA AND RESULTS

Data was collected to determine relative frequency of performed tasks identified for occupations in Clothing Apparel and Textile Services, and to develop a task matrix to be used by local teachers in curriculum development.

The respondents for each occupation are described in Tables IX, X , and XI in regard to highest grade completed in school, additional schooling, and on-the-job training. (See Appendix C , pages 67 - 69 .)

Indicators of central tendency and variance are given for operational tasks performed by respondents in each of the five Clothing Apparel and Textile Service occupations to provide teachers with a quick reference to tasks necessary for performing various operations or duties within each occupation. (See Tables XII,XIII, XIV , XV , and XVI, pages 70 - 83 .)

Tasks performed for a given occupation have been ranked in descending order according to mean frequency. A mean frequency of four indicates that the task was performed daily, three indicates the task was performed once a week, two indicates the task was performed once a month, one indicates the task was done once a year, and zero indicates the task was never performed. (See Tables XVII, XVIII,XIX, XX , and XXI, pages 84 - 98 .)

In Tables II ,III , IV , V , and VI , the mean frequency scores for each task listed were examined to determine what general kinds of tasks were performed most frequently and those performed

least frequently. Task item scores with a mean frequency of 3.0 or higher were considered frequently performed and those items with a mean frequency score of 1.0 or less were considered to be performed infrequently. For ease in reading the tables, a mean frequency of 3.00 - 4.00 was designated as an A which meant the task was performed several times a week; a mean frequency of 2.00 - 2.99 was listed as a B which meant the task is performed several times a month; a mean frequency of 1.00 - 1.99 was designated as a C which meant the task was performed several times a year; and a mean frequency of .01 - .99 was listed as a D which meant the task was performed less than once a year.

The tables on the following pages indicate the frequency of tasks performed by each occupation arranged in descending order within a task cluster. Each table is preceded by a summary paragraph.

Of the ten tasks or 52.6 percent of those most frequently performed by fabric specialists, seven were related to aiding the customer with selection or information about fabrics (Table II , items 2, 1, 35, 4, 34, 33, and 3). Other tasks performed at least once a week were related to store management and maintenance. Five out of seven or 71.4 percent of the most infrequently performed tasks were related to miscellaneous services offered by a fabric outlet.

TABLE II

TASKS PERFORMED BY FABRIC SPECIALISTS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
A. Customer Assistance	
Select appropriate notions according to fabric content	A
Aid customer in selection of fabric content for end use	A
Give customer information about care procedures for fabrics	A
Aid customer in selection of interfacings for each fabric content	A
Aid customer in selecting a fabric suitable for a particular pattern	A
Aid customer in selecting a pattern appropriate for a particular fabric	A
Aid customer in pattern selection for her figure	A
Lay patterns on fabrics to see if pattern will fit a specified amount of fabric	A
Aid customer in laying pattern pieces on difficult fabrics	A
Describe construction techniques best for fabric chosen and end use chosen	A
Suggest accessories for farments	B
Can demonstrate various construction techniques to a customer	B
Can demonstrate small hand equipment to a customer	B
Aid customer in altering pattern pieces to fit her figure types	B

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; - and a task which is never done.

Task Clusters	Performance Rate of Tasks
B. Sales Personnel's Responsibilities	
Stock shelves with notions	A
Prepare remnants	A
Keep pattern drawers in numerical order according to each individual company	A
Set up displays for advertising fabrics and patterns	B
Prepare displays of notions	B
Plan window displays for promotion of fabrics	B
Set up window displays	B
Prepare display for remnant counter	B
Prepare signs for displays of fabric and notions	C
Roll fabric onto tubes from bolts or vice versa	C
Construct display garments for fabric store	C
Record fabric sales on store record sheets	C
Record fabric sales on ends of bolts	C
Repair snags in knits	C
Meet with sales people to select new fabrics	D
Repair pulled threads in woven fabrics	D
Meet with pattern company representatives	D
C. Customer Services Offered by Retail Outlet	
Demonstrate sewing machines that are on display	D
Do construction for customer, i.e., covered buttons and belts	D
Teach construction classes for the retail outlet	D
Sharpen scissors and shears	D
D. Clerical Duties	
Do routine office work: answer telephone, take messages, filing	A
Order patterns	A
Handle customer complaints	A
Record incoming shipments of fabric, notions, patterns and other itmes	B
Price fabrics	B
Order notions and supplies	B

Task Clusters	Performance Rate of Tasks
Return discontinued pattern envelopes to companies for credit	C
Count notions	C
Measure trims	C
Do inventory of retail outlet	C
Measure yardage on bolts	C
E. Housekeeping Duties	
Do housekeeping duties, i.e., dust, sweep	A
Restock shelves	A
Do routine cleaning of tables and shelves	A

Many of the tasks five of the 16 or 31.3 percent of those most frequently performed by tailors were related to general shop practices (Table III, items 50, 8, 53, 47, and 51). Eight of the 16 or 50 percent of the tasks related to working with the customer in order to construct a garment according to the desires of the consumer grouped together to rank second in order of performance (items 4, 6, 18, 1, 19, 55, 37, and 2). Various types of construction steps were given an average ranking. The most infrequently performed tasks were those related to the area of developing a garment from designs and not printed patterns.

TABLE III

TASKS PERFORMED BY TAILORS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
A. Development of Garment to Customer's Wishes	
Interpret the desires or wishes of customer in relation to fit and construction of garment	A
Take body measurements	A
Make notes regarding body physique and stance of customer	B
Use color, style, and technical skill to camouflage figure problems	B
Check customer measurements with those of pattern and note variations	B
Alter pattern to minimize body physique as round shoulders, high hip, one shoulder or one hip higher	B
Alter pattern layout and make adaptations when advisable to individual customer's tastes	B
Interpret pattern layout and make adaptations when advisable to individual customer's tastes	B
Draft a pattern to carry out design	B
Carry out design using flat pattern method	C
Design (sketch) a garment	C
Drape to carry out design (using dress form)	D
B. Possible Garment Types	
Construct a garment with more than one layer of fabric using lining, underlining, facing and interfacing	B
Construct pants, slacks and shorts for customer	B
Construct jackets and coats for customer	B
Construct dresses, skirts, and blouses or tops for customer	C

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; - and a task which is never done.

Task Clusters	Performance Rate of Tasks
C. Construction of Garment	
Use a power machine	A
Adjust sewing machine for fabric being used and garment being constructed	A
Press when garment is finished	A
Put in a zipper by various methods dependent on garment lines and fabric selection	A
Determine by experiments best procedure; amount of pressure, moisture and correct temperature to use when pressing a particular fabric	A
Fit garment to customer and make needed adjustments	A
Put in hems by various techniques dependent on garment lines and fabric selection	A
Press each construction process as completed	A
Use a conventional-type sewing machine	B
Make belts and belt loops	B
Construct and attach facings or bands to skirts or pants	B
Construct and attach pockets to garment	B
Use hand equipment for pressing during construction	B
Make final fitting of garment	B
Finish seams by various methods dependent on garment lines and fabric selection	B
Make buttonholes by various methods dependent on garment lines and fabric selection	B
Preserve grain of a garment by directional pressing	B
Assemble cut pieces for construction	B
Baste garment pieces together	B
Construct and attach collars to garment	B
Construct and attach sleeves to garment	B
Perform construction techniques in unit sequence	B
Add decorative trim to a garment	B
Preserve grain of a garment by directionsl stitching	B
Prepare material for laying out the pattern	B
Adjust the pattern for individual's measurements	B
Preserve grain of a garment by stay-stitching	B
Use hand equipment for cutting the pattern from fabric	B
Mark fabric with various techniques dependent on fabric selection	B
Preserve grain of a garment by laying out pattern according to grain specifications	B

Task Clusters	Performance Rate of Tasks
D. Clerical Duties	
Estimate cost and determine pick-up date	A
Keep financial records	A
Schedule appointments for conferences and fittings	B
Arrive at work agreement including fabric amounts and notions with customer	B
Purchase sewing and pressing equipment	C
E. Miscellaneous	
Use accepted shop safety practices	A
Work with variety of fabrics - understand how to handle them, how they hang, how they drape	A
Arrange efficient work center, placing equipment within easy reach when sewing, considering proper height of work surfaces	A
Study fabric market	C

Eight of the 15 or 53.3 percent of the highest ranking tasks for alteration specialists were those related to fitting and altering ready-to-wear garments for the customer (Table IV , items 2, 48, 18, 3, 20, 42, 10, 19, and 28). However, specific alterations were performed on a monthly basis. The least frequently performed tasks were those related to mending or replacing fasteners.

TABLE IV

TASKS PERFORMED BY ALTERATION SPECIALISTS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
A. Analyzation of Fitting Problems	
Analyze fitting problems of customer	A
Fit garment on customer, examining: Location and slope of shoulder line	A
Fit garment on customer, examining: Location of grain lines	B
Fit garment on customer, examining: Design of garments	B
Maintain grain line in fitting	B
Fit garment on customer, examining: Position of darts in bodice and at elbow	B
Offer suggestions, when requested, for desirable alterations	B
Fit garment on customer, examining: Position of waistline	B
Fit garment on customer, examining: Length of bodice and sleeve	B
Fit garment on customer, examining: Ease at bust	C
Fit garment on customer, examining: Measurement of waistline	C
Mark or pin garment indicating desired alterations	C
B. Alterations Offered	
Alter shoulder length or slope	A
Alter length of coat, skirt, dress, slacks	A
Alter waist measurement	A
Sew rips and seams	A
Rip stitching without injuring fabric	A
Alter length of sleeves in coat, suit, dress	A
Change style of suit	B
Performance of various hem types	B
Taper shirts	B
Cuff trousers	B

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; - and a task which is never done.

Task Clusters	Performance Rate of Tasks
Change location and length of darts	B
Taper legs of pants and slacks	B
Alter waistline of skirts at dart and side-seam locations	B
Rip stitches from darts and seams of section to be sewed	B
Alter placement of collars on suits or coats	B
Correct fitting problems in jackets and coats	B
Increase or reduce bust size	B
Alter pants cuff width	C
Adjust crotch of pants	C
Increase or decrease hip measurement	C
Alter neck line	C
Change coat from double breasted to single breasted	C
Alter trousers at waistline and hipline	D
C. Repair or Replacement Within Garments	
Repair holes, knit and woven fabrics	B
Turn frayed shirt collar and cuffs	B
Attach hooks and eyes, snaps, and buttons	B
Patch garment	B
Replace dress linings and coat linings	B
Repair torn pockets	B
Relocate zipper	C
Reinforce frayed buttonholes	C
Replace worn pockets	C
Mend linens for hospitals, nursing homes, hotels, motels	C
Mend lingerie as: replace elastic insets	C
Replace fasteners	C
Mend lingerie as: mend foundation garments	D
Repair belts and belt loops	D
Make zipper replacement	D
Mend Lingerie as: replace fasteners	D
D. Pressing	
Press on wrong side to avoid shine on fabrics	B
Determine by experiments best procedure; amount of pressure, moisture and correct temperature to use on fabric	B
Press to shape or mold pieces of garments	B
Press with the warp to avoid stretching	C

Task Clusters	Performance Rate of Tasks
E. Clerical Duties	
Prepare a tag indicating alterations and giving instructions	A
Arrive at work agreement with customer	A
Estimate cost and determine pick-up date	B
Keep financial records	B
Make claim check	B
Select and purchase sewing equipment and tools needed for working efficiently as alterer; such as sewing machine, irons, pressing equipment and small tools	C
Schedule appointments for conferences and fittings	C
Select and purchase sewing notions; such as zippers, thread, buttons, etc.	C
Do routine office work; (i.e., answer telephone, take messages, and file)	D
F. Miscellaneous	
Arrange efficient work center, placing equipment within easy reach when sewing, considering proper height of work surfaces	A
Use smaller sewing equipment (ex. seam ripper, ruler, button holer, etc.)	A
Use accepted shop safety practices	B
Keep sewing machine clean and oiled	B
Use various types of sewing machines	C
Replace or change labels in garments	D

Six out of ten or 60.0 percent of the tasks most frequently performed by dry cleaners pertained to the handling of customer garments such as pressing and removing spots and stains (Table V , items 3, 6, 11, 4, 5, and 13). The tasks, three out of five or 60.0 percent of those least frequently performed related to changing the color of garments (items 19, 20, and 32).

TABLE V

TASKS PERFORMED BY DRY CLEANERS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
A. Spotting Operations	
Separate garments with spots and stains	A
Spray steam, water, or air over spot to flush out chemicals and dry garments	A
Apply reagents to spots and stains before garments are cleaned	A
Sprinkle chemical solvents over stains and pat area with brush or sponge until stain is removed	A
Apply chemicals to neutralize effect of solvents	B
B. Cleaning and Drying Operations	
Place clothes into a tumbler or hot air cabinet for drying	A
Separate clothes into baskets for cleaning according to fabric type	A
Select time cycle for each basket of clothes	A
Select solvent for each basket of clothes	B
Transfer clothes to extractor to remove solvent	B
Place clothes into a cold air cabinet for drying	C
C. Pressing Operations	
Hang garments or fold	A
Steam press garment after drying	A
Assemble bundles of customers' garments	B
Shape garments according to style lines	B
Use shoe plates on irons to eliminate sheen or prevent scorching on fabric	B
Use pant shapers to form legs of pants	D

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; - and a task which is never done.

Task Clusters	Performance Rate of Tasks
D. Repair and Miscellaneous Operations	
Separate garments that need repair	A
Repair small tears or holes in garment	C
Remove color from garments	D
Reweave holes in garments	D
Redye garment	D
Select dyes for various fiber contents	D
E. Clerical Duties	
Compare customer's garments with original invoice	B
Prepare customer's claim ticket	B
Do routine office work	B
Handle customer complaints	B
Order new supplies such as solvents, chemical reagents, and dyes from suppliers	B
Order new equipment from suppliers	C
F. Equipment Maintenance and Housekeeping Duties	
Do routing housekeeping tasks	B
Do routine maintenance work on equipment	B
Clean tubs after drycleaning solvent	C

The four or 100 percent of the highest ranking tasks performed by launderers were related to handling customer garments before the washing process (Table VI , items 1, 2, 3, and 5). Three of the six or 50 percent of the tasks infrequently performed were related to various ironing methods.

TABLE VI

TASKS PERFORMED BY LAUNDERERS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
A. Laundry Preparation Operations	
Separate clothes by color	A
Separate clothes by fiber content	A
Separate clothes with stains and spots	A
Identify spots and stains	A
Remove spots before laundering	B
B. Washing and Drying Operations	
Dry clothes for time needed	B
Select temperature of drying cycle for each load of clothes	B
Select water temperature for each basket of clothes	B
Select type of wash cycle needed for each load of clothes	B
Select type of soap or detergent to be used with each load of clothes	B
Determine amount of softener needed for each load of clothes, if used	B
Determine amount of starch needed for each load of clothes, if used	B
C. Ironing and Pressing Operations	
Assemble bundles of garments for customer	B
Hang garments	B
Fold garments	B
Separate garments that need repair	C
Select ironing temperature for each load of clothes	C
Select ironing temperature according to type of fabric for clothes	C
Iron linens with crisp folds	C
Repair small tears or burn spots	C
Use finisher on shirts	C

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; - and a task which is never done.

Task Clusters	Performance Rate of Tasks
Use a pad for ironing of garments	D
Shape collars and cuffs	D
Send garments for repair to seamstress	D
Iron on wrong side of garment	D
Use a covering cloth when pressing to prevent scorching or to avoid sheen on fabrics	D
Iron garments with warp to avoid stretching	D
D. Clerical Duties	
Prepare customer's claim ticket	C
Do routine office work: answer telephone, take orders, take messages, filing	C
Handle customer complaints	C
Order new supplies such as detergent, soap, starch, softener, from supplier	C
Order new equipment from supplier	D
E. Equipment Maintenance and Housekeeping Duties	
Clean laundry tubs after washing clothes	B
Do routine maintenance work on laundry equipment	C

The mean frequency for similar tasks which were stated on the five questionnaires is reported on a two way matrix table as shown on page 36. Mean frequencies were calculated for each task and arranged in descending order according to the number of occupations performing a similar task. For ease in reading Table VII, letters A, B, C, or D were used. Also a dot (.) was used in this table to indicate a task not asked of respondents representing a particular occupation.

The task indicated by all five of the Clothing Apparel and Textile Services used most frequently was related to knowledge and handling of fabrics and fibers, a basic unit of any apparel or textile piece. Varying kinds of clerical work (Tasks 2, 3, and 4) was ranked as being done several times a month by all five occupations. The task done least by employees in the five occupations was ordering and stocking supplies.

Some tasks were performed by related occupations, i.e., dry cleaners and launderers, or tailors, alteration specialists and fabric specialists, or by occupations that have daily contact with the customer. It is assumed that safety practices, Task 11, was being observed by all occupations but this task was not asked of all five occupations.

TABLE VII

TASKS PERFORMED IN CLOTHING APPAREL AND TEXTILE SERVICE OCCUPATIONS

Performance Rate of Tasks[a]

TASKS Mean frequency Arranged in descending order of occupations performing task	OCCUPATIONS Fabric Specialist	Tailor	Alteration Specialist	Dry Cleaner	Launderer
Information and knowledge of fabrics and fiber types	A	A	B	A	A
Routine office work	A	B	C	B	C
Keep financial records	C	A	B	B	C
Ordering and stocking supplies	B	C	C	C	D
Equipment maintenance	.	A	B	B	C
Knowledge and use of construction techniques	A	A	B	.	.
Give advice to customer	B	B	A	.	.
Do housekeeping duties	A	.	.	B	B
Use hand equipment	B	B	A	.	.
Handle customer complaints	A	.	.	B	C
Observe standard safety practices	.	B	A	.	.

[a] An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; and . indicates a task not asked this occupation.

SUMMARY AND CONCLUSIONS

Because there has been a growth in job opportunities in the area of Clothing Apparel and Textile Service occupations, there is a need to train persons for these job offerings at the secondary and postsecondary levels. This study surveyed employees of five Clothing Apparel and Textile Service occupations to identify the tasks performed and frequency of task performance.

A summary of the most frequently performed tasks for each occupation follows:

1. Fabric Specialists most frequently aided the customer with selection or information about fabrics. Other tasks frequently performed were related to store management and maintenance.
2. General shop practice tasks were most frequently performed by Tailors. Tasks ranking second in performance were those related to working with the customer in order to construct a garment.
3. Alteration Specialists performed tasks of fitting and altering ready-to-wear garments most frequently.
4. The handling of customer garments by various tasks were the ones most frequently performed by the Dry Cleaners.
5. Launderers also most frequently performed tasks that related to handling customer garments.

The two way matrix table presents at a glance tasks common to the five occupations. The table was arranged in descending order with tasks common to all five occupations listed first. The task common to all five occupations and with the highest mean frequency is, "Information and knowledge of fabrics and fiber types," which is basic to any Clothing Apparel or Textile Service occupation.

The findings of this study may be used by vocational home economics teachers in planning and developing curricula for Clothing Apparel and Textile Service occupational training. It is suggested that vocational teachers and administrators work with an advisory council to determine how this study can best be put to use.

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APPENDIX A

UNI

UNIVERSITY OF NORTHERN IOWA · Cedar Falls, Iowa 50613

Department of Home Economics
Area 319 273-2814

I need your help in doing research for the State Department of Public Instruction. This research will result in a task/job matrix which will be used in planning school courses.

A questionnaire has been developed to find out what tasks are performed by _____. We are interested in tasks performed by an experienced worker.

Will you please help me by reviewing the enclosed Questionnaire and suggest changes on the Guide Sheet. Please return, in the enclosed stamped, self-addressed envelope, both the Questionnaire and the Guide Sheet by February 5, 1973.

Thank you for your cooperation.

Sincerely,

Dorothy L. Clausen
Research Assistant

Billie Lou Sands, Head
Department of Home Economics

DLC:sw
Enc.

GUIDE SHEET FOR QUESTIONNAIRE

1. Questionnaire for Job Title of _____

2. Have we listed all the tasks related to your job?

   _____ yes _____ no

3. Please list the tasks we have forgotten.

   _____

   _____

   _____

   _____

4. If any of the tasks have not been stated clearly, please list the task number and your comments below.

TASK NUMBER	COMMENTS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. Any additional comments or suggested changes:

6. How long did it take for you to do the questionnaire? _____ minutes.

UNI

UNIVERSITY OF NORTHERN IOWA · Cedar Falls, Iowa 50613

Department of Home Economics
Area 319 273-2814

The Home Economics Department at University of Northern Iowa in cooperation with the Iowa Department of Public Instruction is conducting a state-wide study to determine the tasks performed by workers in various Clothing Apparel and Textiles related occupations.

In the last few years there has been an increased interest throughout the state in vocational education at the high school and post-secondary levels and for this reason the study has been undertaken. The information will be most helpful for educators who teach persons interested in employment in these occupations. Your cooperation in this study would be appreciated and we hope that you will take a little of your time to help us get the needed information.

We are enclosing a questionnaire and would like you to give it to the person(s) who work(s) as _____ in your firm. We are looking for people in this job who do not have a college degree. After the questionnaire is completed, please return it in the enclosed stamped, self-addressed envelope.

If you do not have anyone in this job position, please return the questionnaire with a note as soon as possible. If you have any questions, please call collect 319-273-6339 on Tuesday or Wednesday between 10:00-12:00 A.M.

Only with your kind cooperation can we complete the study, and it will take less than thirty minutes for the employee to complete the questionnaire.

If you would be interested in receiving a summary of the results of the study, please let us know this also. It will be available in July.

Sincerely,

Dorothy Lee Clausen

Dorothy Lee Clausen
Research Assistant

Billie Lou Sands

Billie Lou Sands, Head
Department of Home Economics

/sw
Enc.

UNI

UNIVERSITY OF NORTHERN IOWA · Cedar Falls, Iowa 50613

Department of Home Economics
Area 319 273-2814

Three weeks ago you received a questionnaire asking you to identify tasks performed in your occupation. As of yet we have not received your response.

We know how easy it is to overlook something with today's busy schedules. Would you please take a few minutes during the next two or three days to respond to the questionnaire and return it to me. Your response will be most appreciated.

If by chance, you no longer have the questionnaire, please drop a card to us and we will be happy to send you one.

Sincerely,

Dorothy Lee Clausen

Dorothy Lee Clausen
Research Assistant

Billie Lou Sands

Billie Lou Sands, Head
Department of Home Economics

/sw

UNI

UNIVERSITY OF NORTHERN IOWA · Cedar Falls, Iowa 50613

Department of Home Economics
Area 319 273-2814

Dear Survey Respondent:

I am enclosing a duplicate of the questionnaire which was sent to you a few weeks ago. Without your assistance in having the enclosed questionnaire completed by one of your employees, our study will be of little value to the occupational training of future personnel.

The purpose of this study is to find out what tasks you need to perform and how often. This information will then be made available to persons who do training for the various jobs. Your answers will not be evaluated or reported in anyway. The responses will be tabulated as a group and in no way will names be associated with answers.

Your cooperation in filling out the questionnaire will be greatly appreciated. Thank you for your assistance.

Sincerely,

Dorothy Lee Clausen

Dorothy Lee Clausen
Research Assistant

B.L. Sands

Billie Lou Sands, Head
Department of Home Economics

/sw
Enc.

TABLE VIII

PERCENT RESPONDENTS

OCCUPATION	1st Mailing	2nd Mailing	3rd Mailing
Fabric Specialist	40.8%	52.5%	83.2%
Tailor	30.5%	37.8%	65.1%
Alteration Specialist	40.6%	44.6%	69.9%
Dry Cleaner	31.9%	44.1%	73.0%
Launderer	25.6%	35.9%	57.7%

APPENDIX B

The Home Economics Department at University of Northern Iowa in cooperation with the Iowa Department of Public Instruction is conducting a state-wide study to determine the tasks performed by employees in Clothing Apparel and Textiles related occupations. We have identified many tasks in this area but need your help in clarifying the tasks performed in your particular occupation.

The questionnaire consists of two parts: (1) Part one asks you questions about you and your job so you can help us find information about people involved in an occupation similar to yours. Please fill in the blanks completely. It is very important that blanks not be left empty. All information will remain confidential.

(2) Part two of this questionnaire is in the form of a check list. This list includes many tasks which might be part of your job. The list also includes tasks which you may never do.

If you have any questions, please call collect 319-273-6339 on Tuesday or Wednesday between 10:00-12:00 a.m.

Without your help, this study will not be successful. Thank you for your time -- your cooperation is appreciated.

PART ONE
INFORMATION SHEET

DIRECTIONS: Please answer the following informative questions to the best of your knowledge. If answers are not available to you, please ask your employer. Return this sheet with the completed questionnaire.

1. Your Job Title _____

2. Total number of employees in the entire business _____

3. Number of employees doing a job similar to yours _____

4. Total length of time employed in this job
   _____ yrs. _____ mos.

5. Highest grade completed in school (please circle)
   under 6 6 7 8 9 10 11 12

6. Schooling or Training in addition to that circled in #5 (not on the job training) - (please check)
   ____ none
   ____ trade school or apprenticeship program
   ____ area school
   ____ adult education classes
   ____ other (list) _____

7. On the Job Training (those which are closest to your training) - (more than one can be checked)
   ____ none
   ____ short course provided by business
   ____ observation of another employee in the same occupation
   ____ instruction in tasks and duties by manager or personnel manager
   ____ other (list) _____

8. Length of training received in #7 above: ____ yrs. ____ mos.

PART TWO

CHECK SHEET FOR FABRIC SPECIALIST

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which ypu would do at least once a month in your job.
- check column 2 if the task is one which you might do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. It is very important to this study that each person identity the tasks he performs that have been omitted. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list.

		I DO THIS TASK				
	TASKS	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
1.	Aid customer in selection of fabric content for end use					
2.	Select appropriate notions according to fabric content					
3.	Aid customer in pattern selection for her figure					
4.	Aid customer in selection of interfacings for each fabric content					
5.	Repair snags in knits					
6.	Repair pulled threads in woven fabrics					
7.	Aid customer in laying pattern pieces on difficult fabrics					
8.	Aid customer in altering pattern pieces to fit her figure types					
9.	Suggest accessories for garments					
10.	Price fabrics					
11.	Stock shelves with notions					
12.	Keep pattern drawers in numerical order according to each individual company					
13.	Teach construction classes for the retail outlet					
14.	Prepare display for remnant counter					

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
15. Prepare remnant					
16. Prepare displays of notions					
17. Describe construction techniques best for fabric chosen and end use chosen					
18. Can demonstrate various construction techniques to a customer					
19. Set up displays for advertising fabrics and patterns					
20. Plan window displays for promotion of fabrics					
21. Set up window displays					
22. Order patterns					
23. Order notions and supplies					
24. Meet with sales people to select new fabrics					
25. Meet with pattern company representatives					
26. Handle customer complaints					
27. Do routine office work: answer telephone, take messages, filing					
28. Do construction for customer, i.e., covered buttons and belts					
29. Record fabric sales on ends of bolts					
30. Record fabric sales on store record sheets					
31. Do routine cleaning of tables and shelves					
32. Restock shelves					
33. Aid customer in selecting a pattern appropriate for a particular fabric					
34. Aid customer in selecting a fabric suitable for a particular pattern					
35. Give customer information about care procedures for fabrics					
36. Lay patterns on fabrics to see if pattern will fit a specified amount of fabric					
37. Return discontinued pattern envelopes to companies for credit					
38. Demonstrate sewing machines that are on display					

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
39. Sharpen scissors and shears					
40. Prepare signs for displays of fabric and notions					
41. Do inventory of retail outlet					
count notions					
measure yardage on bolts					
Measure trims					
42. Roll fabric onto tubes from bolts or vice versa					
43. Can demonstrate small hand equipment to a customer					
44. Do housekeeping duties, i.e., dust, sweep					
45. Construct display garments for fabric store					
46. Record incoming shipments of fabric, notions, patterns and other items					

Please list any other tasks you do:

PART TWO
CHECK SHEET FOR
CLOTHING SPECIALIST - TAILOR

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you might do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. It is very important to this study that each person identify the tasks he performs that have been omitted. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
1. Interpret the desires or wishes of customer in relation to fit and construction of garment					
2. Use color, style, and technical skill to camouflage figure problems					
3. Make notes regarding body physique and stance of customer					
4. Check customer measurements with those of pattern and note variations					
5. Arrive at work agreement including fabric amounts and notions with customer					
6. Work with variety of fabrics - understand how to handle them, how they hang, how they drape					
7. Use a conventional-type sewing machine					
8. Use a power machine					
9. Design (sketch) a garment					
10. Draft a pattern to carry out design					
11. Drape to carry out design (using dress form)					
12. Carry out design using flat pattern method					
13. Alter pattern so that the garment will fit customer					
14. Interpret pattern layout and make adaptations when advisable to individual customer's tastes					
15. Assemble cut pieces for construction					

PLEASE ANSWER QUESTIONS ON REVERSE SIDE

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
16. Perform construction techniques in unit sequence					
17. Baste garment pieces together					
18. Fit garment to customer and make needed adjustments					
19. Take body measurements					
20. Prepare material for laying out the pattern					
21. Adjust the pattern for individual's measurements					
22. Use hand equipment for cutting the pattern from fabric					
23. Mark fabric with various techniques dependent on fabric selection					
24. Finish seams by various methods dependent on garment lines and fabric selection					
25. Construct dresses, skirts, and blouses or tops for customer					
26. Construct pants, slacks and shorts for customer					
27. Construct jackets and coats for customer					
28. Preserve grain of a garment by laying out pattern according to grain specifications					
29. Preserve grain of a garment by stay-stitching					
30. Preserve grain of a garment by directional stitching					
31. Preserve grain of a garment by directional pressing					
32. Use hand equipment for pressing during construction					
33. Construct a garment with more than one layer of fabric using lining, underlining, facing and interfacing					
34. Put in a zipper by various methods dependent on garment lines and fabric selection					
35. Make buttonholes by various methods dependent on garment lines and fabric selection					
36. Put in hems by various techniques dependent on garment lines and fabric selection					
37. Make final fitting of garment					
38. Purchase sewing and pressing equipment					
39. Press each construction process as completed					
40. Alter pattern to minimize body physique as round shoulders, high hip, one shoulder or one hip higher					
41. Add decorative trim to a garment					
42. Construct and attach sleeves to garment					
43. Construct and attach collars to garment					
44. Construct and attach pockets to garment					

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
45. Construct and attach facings or bands to skirts or pants					
46. Press when garment is finished					
47. Adjust sewing machine for fabric being used and garment being constructed					
48. Make belts and belt loops					
49. Study fabric market					
50. Use accepted shop safety practices					
51. Arrange efficient work center, placing equipment within easy reach when sewing, considering proper height of work surfaces					
52. Determine by experiments best procedure; amount of pressure, moisture and correct temperature to use when pressing a particular fabric					
53. Estimate cost and determine pick-up date					
54. Keep financial records					
55. Schedule appointments for conferences and fittings					

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Please list other tasks you do:

PART TWO
CHECK SHEET FOR
CLOTHING SPECIALIST - ALTERATIONS

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you might do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. It is very important to this study that each person identify the tasks he performs that have been omitted. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
1. Offer suggestions, when requested, for desirable alterations					
2. Analyze fitting problems of customer					
Fit garment on customer, examining:					
3. Location and slope of shoulder line					
4. Position of waistline					
5. Location of grain lines					
6. Length of bodice and sleeve					
7. Position of darts in bodice and at elbow					
8. Ease at bust					
9. Measurement of waistline					
10. Ease at hipline					
11. Design of garments					
12. Mark or pin garment indicating desired alterations					
13. Prepare a tag indicating alterations and giving instructions					
14. Estimate cost and determine pick-up date					
15. Make claim check					
16. Use various types of sewing machines					
17. Use smaller sewing equipment (ex. seam ripper, ruler, button holer, etc.)					

PLEASE ANSWER QUESTIONS ON REVERSE SIDE

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
18. Alter length of coat, skirt, dress, slacks					
19. Alter length of sleeves in coat, suit, dress					
20. Alter waist measurement					
21. Sew rips and seams					
22. Arrive at work agreement with customer					
23. Maintain grain line in fitting					
24. Keep sewing machine clean and oiled					
25. Rip stitches from darts and seams of section to be sewed					
26. Taper shirts					
27. Alter pants cuff width					
28. Change style of suit					
29. Change coat from double breasted to single breasted					
30. Make zipper replacement					
31. Attach hooks and eyes, snaps, and buttons					
32. Turn frayed shirt collar and cuffs					
33. Press with the warp to avoid stretching					
34. Press on wrong side to avoid shine on fabrics					
35. Correct fitting problems in jackets and coats					
36. Performance of various hem types					
37. Alter waistline of skirts at dart and side-seam locations					
38. Replace fasteners					
39. Replace dress linings and coat linings					
40. Alter trousers at waistline and hipline					
41. Cuff trousers					
42. Repair holes, knit and woven fabrics					
43. Select and purchase sewing equipment and tools needed for working efficiently as alterer; such as sewing machine, irons, pressing equipment and small tools					
44. Select and purchase sewing notions; such as zippers, thread, buttons, etc.					
45. Use accepted shop safety practices					
46. Arrange efficient work center, placing equipment within easy reach when sewing, considering proper height of work surfaces					
47. Rip stitching without injuring fabric					
48. Alter shoulder length or slope					
49. Increase or reduce bust size					

TASKS	I DO THIS TASK: Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
50. Increase or decrease hip measurement					
51. Change location and length of darts					
52. Alter neck line					
53. Relocate zipper					
54. Adjust crotch of pants					
55. Taper legs of pants and slacks					
56. Alter placement of collars on suits or coats					
57. Patch garment					
58. Press to shape or mold pieces of garments					
59. Determine by experiments best procedure; amount of pressure, moisture and correct temperature to use on fabric					
60. Keep financial records					
61. Schedule appointments for conferences and fittings					
62. Reinforce frayed buttonholes					
63. Repair torn pockets					
64. Replace worn pockets					
Mend lingerie as:					
65. Replace elastic insets					
66. Replace fasteners					
67. Mend foundation garments					
68. Repair belts and belt loops					
69. Mend linens for hospitals, nursing homes, hotels, motels					
70. Replace or change labels in garments					
71. Do routine office work;(i.e., answer telephone, take messages, and file)					

Please list other tasks you do:

PART TWO
CHECK SHEET FOR
CLOTHING MAINTENANCE -- DRYCLEANING

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you might do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. It is very important to this study that each person identify the tasks he performs that have been omitted. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
1. Prepare customer's claim ticket					
2. Separate clothes into baskets for cleaning according to fabric type					
3. Separate garments with spots and stains					
4. Apply reagents to spots and stains before garments are cleaned					
5. Sprinkle chemical solvents over stains and pat area with brush or sponge until stain is removed					
6. Spray steam, water, or air over spot to flush out chemicals and dry garments					
7. Apply chemicals to neutralize effect of solvents					
8. Select solvent for each basket of clothes					
9. Select time cycle for each basket of clothes					
10. Transfer clothes to extractor to remove solvent					
11. Place clothes into a tumbler or hot air cabinet for drying					
12. Place clothes into a cold air cabinet for drying					
13. Steam press garment after drying					
14. Use shoe plates on irons to eliminate sheen or prevent scorching on fabric					

PLEASE ANSWER QUESTIONS ON REVERSE SIDE

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
15. Separate garments that need repair					
16. Repair small tears or holes in garment					
17. Reweave holes in garments					
18. Shape garments according to style lines					
19. Remove color from garments					
20. Redye garment					
21. Clean tubs after using drycleaning solvent					
22. Hang garments or fold					
23. Assemble bundles of customers' garments					
24. Use pant shapers to form legs of pants					
25. Compare customer's garments with original invoice					
26. Do routine office work					
27. Order new supplies such as solvents, chemical reagents, and dyes from suppliers					
28. Order new equipment from suppliers					
29. Handle customer complaints					
30. Do routine maintenance work on equipment					
31. Do routine housekeeping tasks					
32. Select dyes for various fiber contents					

Please list any other tasks you do:

PART TWO

CHECK SHEET FOR

CLOTHING MAINTENANCE -- LAUNDRY

DIRECTIONS: Please read each item in the following check sheet before marking the appropriate column. Mark each item with one of the following possibilities:

- check column 5 if the task is one which you would do every day in your job.
- check column 4 if the task is one which you would do at least once a week in your job.
- check column 3 if the task is one which you would do at least once a month in your job.
- check column 2 if the task is one which you might do at least once a year in your job.
- check column 1 if the task is one which you would never do in your job.

It is important that you check every item on the list. It is very important to this study that each person identify the tasks he performs that have been omitted. At the end of the checklist, space is provided in which you may list tasks that are a part of your job which we may have omitted in our list. Please mark each item that you list.

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
1. Separate clothes by color					
2. Separate clothes by fiber content					
3. Separate clothes with stains and spots					
4. Remove spots before laundering					
5. Identify spots and stains					
6. Select water temperature for each basket of clothes					
7. Select type of soap or detergent to be used with each load of clothes					
8. Select type of wash cycle needed for each load of clothes					
9. Select temperature of drying cycle for each load of clothes					
10. Dry clothes for time needed					
11. Clean laundry tubs after washing clothes					
12. Select ironing temperature for each load of clothes					
13. Select ironing temperature according to type of fabric for clothes					
14. Determine amount of starch needed for each load of clothes, if used					
15. Determine amount of softener needed for each load of clothes, if used					
16. Iron on wrong side of garment					
17. Use a pad for ironing of garments					

TASKS	I DO THIS TASK				
	Daily 5	Once a Week 4	Once a Month 3	Once a Year 2	Never 1
18. Iron linens with crisp folds					
19. Shape collars and cuffs					
20. Use finisher on shirts					
21. Iron garments with warp to avoid stretching					
22. Fold garments					
23. Hang garments					
24. Assemble bundles of garments for customer					
25. Separate garments that need repair					
26. Send garments for repair to seamstress					
27. Repair small tears or burn spots					
28. Do routine maintenance work on laundry equipment					
29. Order new supplies such as detergent, soap, starch, softener, from supplier					
30. Order new equipment from supplier					
31. Handle customer complaints					
32. Do routine office work: answer telephone, take orders, take messages, filing					
33. Use a covering cloth when pressing to prevent scorching or to avoid sheen on fabrics					
34. Prepare customer's claim ticket					

Please list any other tasks you do:

APPENDIX C

TABLE IX

HIGHEST GRADE COMPLETED IN SCHOOL

HIGHEST GRADE	FABRIC SPECIALIST		CLOTHING SPECIALIST-TAILOR		CLOTHING SPECIALIST-ALTERATIONS		CLOTHING MAINTENANCE-DRYCLEANING		CLOTHING MAINTENANCE-LAUNDRY	
	N	Percent	N	Percent	N	Percent	N	Percent	N	Percent
0 - 6th	0	0.00	1	3.20	1	1.80	1	.09	1	3.60
6th	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
7th	0	0.00	1	3.20	0	0.00	2	1.80	0	0.00
8th	3	2.50	1	3.20	4	7.30	6	5.30	3	10.70
9th	3	2.50	2	6.50	2	3.60	2	1.80	1	3.60
10th	5	4.10	4	12.90	1	1.80	4	3.50	1	3.60
11th	5	4.10	2	6.50	2	3.60	6	5.30	3	10.70
12th	104	85.20	19	61.30	44	80.00	90	78.90	18	64.30
No Answer	2	1.60	1	3.20	1	1.80	3	2.60	1	3.60

TABLE X

ADDITIONAL SCHOOLING

SCHOOL OR TRAINING	FABRIC SPECIALIST		CLOTHING SPECIALIST-TAILOR		CLOTHING SPECIALIST-ALTERATIONS		CLOTHING MAINTENANCE-DRYCLEANING		CLOTHING MAINTENANCE-LAUNDRY	
	N	Percent	N	Percent	N	Percent	N	Percent	N	Percent
None	46	37.70	15	48.40	27	49.10	56	49.10	1	3.60
Trade School or Apprenticeship Program	3	2.50	5	16.10	4	7.30	14	12.30	0	0.00
Area School	5	4.10	1	3.20	1	1.80	3	2.60	1	3.60
Adult Education Classes	10	8.20	2	6.45	3	5.50	5	4.40	4	14.30
Other	43	35.20	6	19.40	20	36.40	26	22.80	0	0.00
(More than 1 marked)	11	9.00	0	0.00	0	0.00	2	1.80	1	3.60
No Answer	0	0.00	2	6.45	0	0.00	8	7.00	21	75.00

TABLE XI

ON THE JOB TRAINING

	FABRIC SPECIALIST		CLOTHING SPECIALIST-TAILOR		CLOTHING SPECIALIST-ALTERATIONS		CLOTHING MAINTENANCE-DRYCLEANING		CLOTHING MAINTENANCE-LAUNDRY	
	N	Percent	N	Percent	N	Percent	N	Percent	N	Percent
None	15	12.30	6	19.40	12	21.80	13	11.40	1	3.60
Short Course Provided by Business	2	1.60	1	3.20	1	1.80	4	3.50	3	10.70
Observation of another employee in the same occupation	8	6.60	5	16.10	9	16.40	14	12.30	3	10.70
Instruction in tasks and duties by manager or personnel manager	38	31.10	4	12.90	7	12.70	25	21.90	1	3.60
Other	6	4.90	3	9.70	3	5.50	5	4.40	12	42.90
(More than 1 marked)	48	39.30	12	38.70	19	34.50	43	37.70	0	0.00
No Answer	5	4.10	0	0.00	4	7.30	10	8.80	8	28.60

TABLE XII

FABRIC SPECIALIST

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
Customer Assistance						
	1	2	3.93	4.00	.40	.16
	2	1	3.94	4.00	.39	.15
	3	8	3.49	4.00	.98	.95
	4	4	3.87	4.00	.48	.23
	7	16	3.12	4.00	1.01	1.03
	8	32	1.69	4.00	1.64	2.67
	9	20	2.97	4.00	1.27	1.62
	17	18	3.03	4.00	1.34	1.80
	18	21	2.92	4.00	1.33	1.78
	33	6	3.64	4.00	.86	.73
	34	5	3.74	4.00	.71	.51
	35	3	3.89	2.00	.36	.13
	36	12	3.36	4.00	.98	.97
	46	24	2.64	4.00	1.45	2.11
Sales Personnel's Responsibilities						
	5	42	1.05	4.00	1.35	4.00
	6	45	.85	4.00	1.26	1.59
	11	14	3.31	4.00	.97	.93
	12	19	3.02	4.00	1.27	1.60

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	14	30	1.99	4.00	1.46	2.14
	15	17	3.10	4.00	1.02	1.05
	16	26	2.39	4.00	1.23	1.52
	19	25	2.46	4.00	1.78	1.38
	20	28	2.06	4.00	1.23	1.52
	21	29	2.03	4.00	1.31	1.72
	24	43	.97	4.00	1.19	1.42
	25	48	.39	4.00	.78	.60
	29	41	1.06	4.00	1.71	2.92
	30	40	1.10	4.00	1.66	2.76
	40	31	1.98	4.00	1.33	1.76
	45	33	1.65	4.00	1.24	1.55
	48	34	1.60	4.00	1.32	1.74
Customer Services Offered by Retail Outlet						
	13	47	.50	4.00	1.14	1.30
	28	46	.61	4.00	1.17	1.38
	38	44	.95	4.00	1.51	2.29
	39	49	.24	4.00	.81	.66
Clerical Duties						
	10	23	2.74	4.00	1.55	2.39
	22	13	3.34	4.00	1.16	1.35
	23	27	2.37	4.00	1.31	1.73

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	26	15	3.14	4.00	1.22	1.50
	27	10	3.40	4.00	1.31	1.72
	37	35	1.54	4.00	1.13	1.28
	41	39	1.16	4.00	.79	.63
	42	36	1.28	4.00	.87	.76
	43	37	1.13	4.00	.89	.79
	44	38	1.19	4.00	.96	.92
	49	22	2.78	4.00	1.57	2.46
Housekeeping Duties						
	31	11	3.38	4.00	.93	.86
	32	9	3.48	4.00	.87	.75
	47	7	3.51	4.00	.90	.81

TABLE XIII

CLOTHING SPECIALIST -- TAILOR

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
Development of Garment to Customer's Wishes						
	1	11	3.32	4.00	1.42	2.03
	3	19	2.87	4.00	1.48	2.18
	19	15	3.04	4.00	1.29	1.65
	4	7	2.52	4.00	1.76	3.11
	2	25	2.73	4.00	1.66	2.75
	9	39	1.24	4.00	1.22	1.48
	10	46	2.07	4.00	1.27	1.61
	11	55	.67	4.00	1.33	1.77
	12	53	1.85	4.00	1.66	2.75
	13	37	2.28	4.00	1.56	2.42
	14	42	2.14	4.00	1.60	2.55
	40	34	2.32	4.00	1.65	2.73
Possible Garment Types						
	25	54	1.79	4.00	1.69	2.87
	26	38	2.26	4.00	1.66	2.75
	27	49	2.04	4.00	1.68	2.82
	33	29	2.39	4.00	1.70	2.89

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
Construction of Garment						
	47	4	3.60	4.00	.93	.87
	7	18	2.93	4.00	1.73	3.00
	8	2	3.69	4.00	1.04	1.08
	20	43	2.14	4.00	1.67	2.79
	21	44	2.09	4.00	1.65	2.72
	22	47	2.04	4.00	1.71	2.91
	28	50	2.00	4.00	1.78	3.18
	23	48	2.04	4.00	1.75	2.04
	15	30	2.35	4.00	1.62	2.64
	16	36	2.29	4.00	1.78	3.17
	29	45	2.09	4.00	1.85	3.42
	30	41	2.17	4.00	1.83	3.33
	31	28	2.52	4.00	1.93	3.72
	17	32	2.33	4.00	1.69	2.84
	18	10	3.50	4.00	1.40	1.30
	52	9	3.52	4.00	1.18	1.40
	32	23	2.78	4.00	1.81	3.26
	34	6	3.58	4.00	.90	.81
	39	16	3.04	4.00	1.59	2.52
	42	35	2.30	4.00	1.64	2.68
	43	33	2.33	4.00	1.61	2.58
	44	22	2.79	4.00	1.38	1.91

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	45	21	2.23	4.00	1.31	1.72
	35	27	2.54	4.00	1.42	2.02
	24	26	2.73	4.00	1.69	2.85
	36	13	3.19	4.00	1.36	1.85
	41	40	2.19	4.00	1.50	2.24
	48	20	2.87	4.00	1.01	1.02
	37	24	2.75	4.00	1.62	2.63
	46	5	3.59	4.00	1.09	1.18
Clerical Duties						
	5	31	2.33	4.00	1.80	3.23
	38	52	1.88	4.00	1.36	1.86
	53	3	3.64	4.00	.91	.83
	54	14	3.13	4.00	1.48	2.19
	55	17	2.94	4.00	1.48	2.20
Miscellaneous						
	6	8	3.52	4.00	1.21	1.46
	49	51	1.92	4.00	1.60	2.55
	50	1	3.85	4.00	.78	.62
	51	12	3.24	4.00	1.43	2.05

TABLE XIV

CLOTHING SPECIALIST -- ALTERATIONS

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
Analyzation of Fitting Problems						
	1	28	2.60	4.00	.75	.57
	2	1	3.58	4.00	1.08	1.17
	3	5	3.26	4.00	1.41	1.99
	4	30	2.56	4.00	1.48	2.19
	5	17	2.89	4.00	1.67	2.80
	6	44	2.04	4.00	1.55	2.39
	7	24	2.73	4.00	1.70	2.90
	8	45	1.84	4.00	1.78	3.17
	9	51	1.67	4.00	1.45	2.10
	10	12	3.04	4.00	1.43	2.04
	11	18	2.89	4.00	1.82	3.31
	12	52	1.66	4.00	1.11	1.24
	23	22	2.80	4.00	1.80	3.25
Alterations Offered						
	18	4	3.40	4.00	1.40	1.95
	19	14	3.02	4.00	1.36	1.86
	20	6	3.18	4.00	1.41	2.00
	26	19	2.86	4.00	1.55	2.39
	27	54	1.66	4.00	1.37	1.87

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	28	15	2.96	4.00	1.50	2.24
	29	63	1.02	4.00	1.17	1.37
	35	36	2.44	4.00	1.43	2.03
	37	33	2.51	4.00	1.67	2.79
	40	65	.80	4.00	1.64	2.67
	41	20	2.86	4.00	1.36	1.84
	48	2	3.53	4.00	1.62	2.62
	49	42	2.07	4.00	1.71	2.92
	50	60	1.31	4.00	1.43	2.04
	51	26	2.66	4.00	1.56	2.44
	52	61	1.22	4.00	1.59	2.52
	54	59	1.38	4.00	1.50	2.24
	55	29	2.60	4.00	1.31	1.71
	56	34	2.47	4.00	1.66	2.74
	36	16	2.93	4.00	1.62	2.62
	21	8	3.16	4.00	1.34	1.80
	25	32	2.51	4.00	1.36	1.86
	47	11	3.07	4.00	1.09	1.19
Repair or Replacement within Garments						
	30	69	.46	4.00	1.26	1.58
	31	25	2.69	4.00	1.40	1.95
	32	21	2.82	4.00	1.43	2.03
	38	58	1.47	4.00	1.58	2.51

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	39	38	2.26	4.00	1.35	1.82
	42	10	3.09	4.00	1.47	2.15
	53	46	1.84	4.00	1.48	2.25
	57	37	2.27	4.00	1.54	2.36
	62	48	1.75	4.00	1.39	1.93
	63	43	2.07	4.00	1.46	2.12
	64	49	1.75	4.00	1.44	2.07
	65	57	1.51	4.00	.93	.87
	66	70	.33	4.00	1.40	1.96
	67	66	.75	4.00	1.20	1.44
	68	68	.56	4.00	1.47	2.16
	69	50	1.75	4.00	.72	.52
Pressing						
	33	64	1.00	4.00	1.58	2.49
	34	35	2.46	4.00	1.69	2.85
	58	47	1.75	4.00	1.63	2.67
	59	40	2.16	4.00	1.52	2.31
Clerical Duties						
	13	3	3.40	4.00	1.59	2.53
	14	23	2.76	4.00	1.79	3.22
	15	31	2.56	4.00	1.89	3.56
	22	9	3.09	4.00	1.53	2.33
	43	55	1.64	4.00	1.19	1.41

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	44	62	1.04	4.00	1.16	1.33
	60	27	2.64	4.00	1.88	3.54
	61	56	1.62	4.00	1.66	2.76
	71	67	.58	4.00	1.97	3.87
Miscellaneous						
	16	53	1.66	4.00	1.53	2.35
	17	13	3.02	4.00	1.27	1.62
	24	41	2.09	4.00	1.46	2.12
	45	39	2.22	4.00	1.38	1.90
	46	7	3.18	4.00	1.45	2.10
	70	71	.07	4.00	1.31	1.72

TABLE XV

CLOTHING MAINTENANCE -- DRYCLEANING

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
Spotting Operations						
	3	1	3.75	4.00	.91	.83
	4	5	3.55	4.00	1.19	1.42
	5	6	3.54	4.00	1.19	1.42
	6	3	3.63	4.00	1.14	1.30
	7	15	2.68	4.00	1.68	2.84
Cleaning and Drying Operations						
	2	8	3.41	4.00	1.29	1.66
	8	18	2.47	4.00	1.88	3.52
	9	9	3.24	4.00	1.31	1.72
	10	21	2.28	4.00	1.84	3.37
	11	4	3.57	4.00	1.01	1.02
	12	25	1.68	4.00	1.94	3.76
Pressing Operations						
	13	10	3.13	4.00	1.33	1.77
	14	22	2.23	4.00	1.90	3.62
	18	20	2.39	4.00	1.81	3.27
	24	28	.83	4.00	1.73	2.99
	22	2	3.67	4.00	.43	.18
	23	14	2.75	4.00	1.51	2.27

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
Repair and Miscellaneous Operations						
	15	7	3.43	4.00	1.06	1.12
	16	24	1.93	4.00	1.90	3.60
	17	30	.25	4.00	1.16	1.35
	19	29	.49	4.00	1.33	1.78
	20	31	.04	4.00	.81	.66
	32	32	.01	4.00	.78	.61
Clerical Duties						
	1	12	2.90	4.00	1.58	2.48
	25	11	2.92	4.00	1.51	2.28
	26	16	2.64	4.00	1.61	2.60
	27	23	2.20	4.00	1.32	1.75
	28	27	1.11	4.00	1.38	1.90
	29	19	2.40	4.00	1.49	2.22
Equipment Maintenance and Housekeeping Duties						
	21	26	1.56	4.00	1.83	3.35
	30	17	2.50	4.00	1.45	2.10
	31	13	2.84	4.00	1.46	2.12

TABLE XVI

CLOTHING MAINTENANCE -- LAUNDRY

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
Laundry Preparation Operations						
	1	1	3.79	4.00	.83	.69
	2	2	3.39	4.00	1.29	1.66
	3	3	3.36	4.00	1.42	2.02
	4	5	2.93	4.00	1.74	3.03
	5	4	3.11	4.00	1.66	2.77
Washing & Drying Operations						
	6	8	2.82	4.00	1.68	2.81
	7	10	2.50	4.00	1.86	3.47
	8	9	2.68	4.00	1.71	2.92
	14	15	2.25	4.00	1.89	3.57
	15	12	2.46	4.00	1.91	3.64
	9	7	2.86	4.00	1.69	2.85
	10	6	2.89	4.00	1.70	2.88
Ironing & Pressing Operations						
	25	17	1.71	4.00	2.00	3.99
	26	24	.86	4.00	1.92	3.69
	27	30	1.08	4.00	1.78	3.16
	12	21	1.46	4.00	1.89	3.56
	13	22	1.43	4.00	1.90	3.61

CLUSTER TITLE	ITEM	RANK	MEAN	RANGE	S.D.	VARIANCE
	16	31	.82	4.00	1.66	2.76
	17	28	1.00	4.00	1.73	2.99
	18	25	1.25	4.00	1.92	3.68
	19	29	.93	4.00	1.85	3.41
	20	27	1.01	4.00	1.89	3.57
	21	34	.57	4.00	1.66	2.75
	33	32	.82	4.00	1.72	2.96
	22	14	2.29	4.00	1.82	3.30
	23	13	2.43	4.00	1.87	3.50
	24	11	2.50	4.00	1.88	3.55
Clerical Duties						
	29	26	1.21	4.00	1.81	3.26
	30	33	.64	4.00	1.63	2.64
	31	23	1.43	4.00	1.90	3.63
	32	20	1.57	4.00	2.04	4.17
	34	18	1.71	4.00	2.01	4.04
Equipment Maintenance and Housekeeping Duties						
	11	16	2.11	4.00	1.83	3.33
	28	19	1.64	4.00	1.95	3.79

TABLE XVII

MEAN FREQUENCY FOR

FABRIC SPECIALIST

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
1	2	Select appropriate notions according to fabric content	3.94
2	1	Aid customer in selection of fabric content for end use	3.93
3	35	Give customer information about care procedure for fabrics	3.89
4	4	Aid customer in selection of interfacings for each fabric content	3.87
5	34	Aid customer in selecting a fabric suitable for a particular pattern	3.74
6	33	Aid customer in selecting a pattern appropriate for a particular fabric	3.64
7	47	Do housekeeping duties, i.e., dust, sweep	3.51
8	3	Aid customer in pattern selection for her figure	3.49
9	32	Restock shelves	3.48
10	27	Do routine office work: answer telephone, take messages, filing	3.40
11	31	Do routine cleaning of tables and shelves	3.38
12	36	Lay patterns on fabrics to see if pattern will fit a specified amount of fabric	3.36
13	22	Order patterns	3.34
14	11	Stock shelves with notions	3.31
15	26	Handle customer complaints	3.14

*Descending Order
Scale - 0 to 4

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
16	7	Aid customer in laying pattern pieces on difficult fabrics	3.12
17	15	Prepare remnants	3.10
18	17	Describe construction techniques best for fabric chosen and end use chosen	3.03
19	12	Keep pattern drawers in numerical order according to each individual company	3.02
20	9	Suggest accessories for garments	2.97
21	18	Can demonstrate various construction techniques to a customer	2.92
22	49	Record incoming shipments of fabric, notions, patterns and other items	2.78
23	10	Price fabrics	2.74
24	46	Can demonstrate small hand equipment to a customer	2.64
25	19	Set up displays for advertising fabrics and patterns	2.46
26	16	Prepare displays of notions	2.39
27	23	Order notions and supplies	2.37
28	20	Plan window displays for promotion of fabrics	2.06
29	21	Set up window displays	2.03
30	14	Prepare display for remnant counter	1.99
31	40	Prepare signs for displays of fabric and notions	1.98
32	8	Aid customer in altering pattern pieces to fit her figure types	1.69
33	45	Roll fabric onto tubes from bolts or vice versa	1.65

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
34	48	Construct display garments for fabric store	1.60
35	37	Return discontinued pattern envelopes to companies for credit	1.54
36	42	Count notions	1.28
37	43	Measure yardage on bolts	1.23
38	44	Measure trims	1.19
39	41	Do inventory of retail outlet	1.16
40	30	Record fabric sales on store record sheets	1.10
41	29	Record fabric sales on ends of bolts	1.06
42	5	Repair snags in knits	1.05
43	24	Meet with sales people to select new fabric	.97
44	38	Demonstrate sewing machines that are on display	.95
45	6	Repair pulled threads in woven fabrics	.85
46	28	Do construction for customer, i.e., covered buttons and belts	.61
47	13	Teach construction classes for the retail outlet	.50
48	25	Meet with pattern company representatives	.39
49	39	Sharpen scissors and shears	.24

TABLE XVIII

MEAN FREQUENCY FOR

CLOTHING SPECIALITS -- TAILOR

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
1	50	Use accepted shop safety practices	3.85
2	8	Use a power machine	3.69
3	53	Estimate cost and determine pick-up date	3.64
4	47	Adjust sewing machine for fabric being used and garment being constructed	3.60
5	46	Press when garment is finished	3.59
6	34	Put in a zipper by various methods dependent on garment lines and fabric selection	3.58
7	4	Check customer measurements with those of pattern and note variations	3.52
8	6	Work with variety of fabrics - understand how to handle them, how they hang, how they drape	3.52
9	52	Determine by experiments best procedure; amount of pressure, moisture and correct temperature to use when pressing a particular fabric	3.52
10	18	Fit garment to customer and make needed adjustments	3.50
11	1	Interpret the desires or wishes of customer in relation to fit and construction of garment	3.32
12	51	Arrange efficient work center, placing equipment within easy reach when sewing, considering proper height of work surfaces	3.24

*Descending Order
Scale - 0 to 4

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
13	36	Put in hems by various techniques dependent on garment lines and fabric selection	3.19
14	54	Keep financial records	3.13
15	19	Take body measurements	3.04
16	39	Purchase sewing and pressing equipment	3.04
17	55	Schedule appointments for conferences and fittings	2.94
18	7	Use a conventional-type sewing machine	2.93
19	3	Make notes regarding body physique and stance of customer	2.87
20	48	Make belts and belt loops	2.87
21	45	Construct and attach facings or bands to skirts or pants	2.83
22	44	Construct and attach pockets to garment	2.79
23	32	Use hand equipment for pressing during construction	2.78
24	37	Make final fitting of garment	2.75
25	2	Use color, style, and technical skill to camouflage figure problems	2.73
26	24	Finish seams by various methods dependent on garment lines and fabric selection	2.73
27	35	Make buttonholes by various methods dependent on garment lines and fabric selection	2.54
28	31	Preserve grain of a garment by directional pressing	2.52
29	33	Construct a garment with more than one layer of fabric using lining, underlining, facing and interfacing	2.39

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
30	15	Assemble cut pieces for construction	2.35
31	5	Arrive at work agreement including fabric amounts and notions with customer	2.33
32	17	Baste garment pieces together	2.33
33	43	Construct and attach collars to garment	2.33
34	40	Alter pattern to minimize body physique as round shoulders, high hip, one shoulder or one hip higher	2.32
35	42	Construct and attach sleeves to garment	2.30
36	16	Perform construction techniques in unit sequence	2.29
37	13	Alter pattern so that the garment will fit customer	2.28
38	26	Construct pants, slacks and shorts for customer	2.26
39	9	Design (sketch) a garment	2.24
40	41	Add decorative trim to a garment	2.19
41	30	Preserve grain of a garment by directional stitching	2.17
42	14	Interpret pattern layout and make adaptations when advisable to individual customer's tastes	2.14
43	20	Prepare material for laying out the pattern	2.14
44	21	Adjust the pattern for individual's measurements	2.09
45	29	Preserve grain of a garment by stay-stitching	2.09
46	10	Draft a pattern to carry out design	2.07
47	22	Use hand equipment for cutting the pattern from fabric	2.04

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
48	23	Mark fabric with various techniques dependent on fabric selection	2.04
49	27	Construct jackets and coats for customer	2.04
50	28	Preserve grain of a garment by laying out pattern according to grain specifications	2.00
51	49	Study fabric market	1.92
52	38	Purchase sewing and pressing equipment	1.88
53	12	Carry out design using flat pattern method	1.85
54	25	Construct dresses, skirts, and blouses or tops for customer	1.79
55	11	Drape to carry out design (using dress form)	.67

TABLE XIX

MEAN FREQUENCY FOR

CLOTHING SPECIALIST -- ALTERATIONS

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
1	2	Analyze fitting problems of customer	3.58
2	48	Alter shoulder length or slope	3.53
3	13	Prepare a tag indicating alterations and giving instructions	3.40
4	18	Alter length of coat, skirt, dress, slacks	3.40
5	3	Fit garment on customer, examining: location and slope of shoulder line	3.26
6	20	Alter waist measurement	3.18
7	46	Arrange efficient work center, placing equipment within easy reach when sewing, considering proper height of work surfaces	3.18
8	21	Sew rips and seams	3.16
9	22	Arrive at work agreement with customer	3.09
10	42	Repair holes, knit and woven fabrics	3.09
11	47	Rip stitching without injuring fabric	3.07
12	10	Fit garment on customer, examining: ease at hipline	3.04
13	17	Use smaller sewing equipment (ex. seam ripper, ruler, button holer, etc.)	3.02
14	19	Alter length of sleeves in coat, suit, dress	3.02
15	28	Change style of suit	2.96
16	36	Performance of various hem types	2.93
17	5	Fit garment on customer, examining: location of grain lines	2.89

*Descending Order
Scale - 0 to 4

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
18	11	Fit garment on customer, examining: design of garments	2.89
19	26	Taper shirts	2.86
20	41	Cuff trousers	2.86
21	32	Turn frayed shirt collar and cuffs	2.82
22	23	Maintain grain line in fitting	2.80
23	14	Estimate cost and determine pick-up date	2.76
24	7	Fit garment on customer, examining: position of darts in bodice and at elbow	2.73
25	31	Attach hooks and eyes, snaps, and buttons	2.69
26	51	Change location and length of darts	2.66
27	60	Keep financial records	2.64
28	1	Offer suggestions, when requested, for desirable alterations	2.60
29	55	Taper legs of pants and slacks	2.60
30	4	Fit garment on customer, examining: position of waistline	2.56
31	15	Make claim check	2.56
32	25	Rip stitches from darts and seams of section to be sewed	2.51
33	37	Alter waistline of skirts at dart and side-seam locations	2.51
34	56	Alter placement of collars on suits or coats	2.47
35	34	Press on wrong side to avoid shine on fabrics	2.46
36	35	Correct fitting problems in jackets and coats	2.44
37	57	Patch garment	2.27
38	39	Replace dress linings and coat linings	2.26

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
39	45	Use accepted shop safety practices	2.22
40	59	Determine by experiments best procedure; amount of pressure, moisture and correct temperature to use on fabric	2.16
41	24	Keep sewing machine clean and oiled	2.09
42	49	Increase or reduce bust size	2.07
43	63	Repair torn pockets	2.07
44	6	Fit garment on customer, examining: length of bodice and sleeve	2.04
45	8	Fit garment on customer, examining: ease at bust	1.84
46	53	Relocate zipper	1.84
47	58	Press to shape or mold pieces of garments	1.75
48	62	Reinforce frayed buttonholes	1.75
49	64	Replace worn pockets	1.75
50	69	Mend linens for hospitals, nursing homes, hotels, motels	1.75
51	9	Fit garment on customer, examining: measurement of waistline	1.67
52	12	Mark or pin garment indicating desired alterations	1.66
53	16	Use various types of sewing machines	1.66
54	27	Alter pants cuff width	1.66
55	43	Select and purchase sewing equipment and tools needed for working efficiently as alterer; such as sewing machine, irons, pressing equipment and small tools	1.64

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
56	61	Schedule appointments for conferences and fittings	1.62
57	65	Mend lingerie as: replace elastic insets	1.51
58	38	Replace fasteners	1.47
59	54	Adjust crotch of pants	1.38
60	50	Increase or decrease hip measurement	1.31
61	52	Alter neck line	1.22
62	44	Select and purchase sewing notions; such as zippers, thread, buttons, etc.	1.04
63	29	Change coat from double breasted to single breasted	1.02
64	33	Press with the warp to avoid stretching	1.00
65	40	Alter trousers at waistline and hipline	.80
66	67	Mend lingerie as: mend foundation garments	.75
67	71	Do routine office work; (i.e., answer telephone, take messages, and file)	.58
68	68	Repair belts and belt loops	.56
69	30	Make zipper replacement	.46
70	66	Mend lingerie as: replace fasteners	.33
71	70	Replace or change labels in garments	.07

TABLE XX

MEAN FREQUENCY FOR

CLOTHING MAINTENANCE -- DRYCLEANING

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
1	3	Separate garments with spots and stains	3.71
2	22	Hang garments or fold	3.67
3	6	Spray steam, water, or air over spot to flush out chemicals and dry garments	3.63
4	11	Place clothes into a tumbler or hot air cabinet for drying	3.58
5	4	Apply reagents to spots and stains before garments are cleaned	3.55
6	5	Sprinkle chemical solvents over stains and pat area with brush or sponge until stain is removed	3.54
7	15	Separate garments that need repair	3.43
8	2	Separate clothes into baskets for cleaning according to fabric type	3.41
9	9	Select time cycle for each basket of clothes	3.24
10	13	Steam press garment after drying	3.13
11	25	Compare customer's garments with original invoice	2.92
12	1	Prepare customer's claim ticket	2.90
13	31	Do routine housekeeping tasks	2.84
14	23	Assemble bundles of customers' garments	2.75
15	7	Apply chemicals to neutralize effect of solvents	2.68

*Descending Order
Scale - 0 to 4

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
16	26	Do routine office work	2.64
17	30	Do routine maintenance work on equipment	2.50
18	8	Select solvent for each basket of clothes	2.47
19	29	Handle customer complaints	2.40
20	18	Shape garments according to style lines	2.39
21	10	Transfer clothes to extractor to remove solvent	2.28
22	14	Use shoe plates on irons to eliminate sheen or prevent scorching on fabric	2.23
23	27	Order new supplies such as solvents, chemical reagents, and dyes from suppliers	2.20
24	16	Repair small tears or holes in garment	1.93
25	12	Place clothes into a cold air cabinet for drying	1.68
26	21	Clean tubs after using drycleaning solvent	1.56
27	28	Order new equipment from suppliers	1.11
28	24	Use pant shapers to form legs of pants	.83
29	19	Remove color from garments	.49
30	17	Reweave holes in garments	.25
31	20	Redye garment	.04
32	32	Select dyes for various fiber contents	.01

TABLE XXI

MEAN FREQUENCY FOR

CLOTHING MAINTENANCE -- LAUNDRY

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
1	1	Separate clothes by color	3.79
2	2	Separate clothes by fiber content	3.39
3	3	Separate clothes with stains and spots	3.36
4	5	Identify spots and stains	3.11
5	4	Remove spots before laundering	2.93
6	10	Dry clothes for time needed	2.89
7	9	Select temperature of drying cycle for each load of clothes	2.86
8	6	Select water temperature for each basket of clothes	2.82
9	8	Select type of wash cycle needed for each load of clothes	2.68
10	7	Select type of soap or detergent to be used with each load of clothes	2.50
11	24	Assemble bundles of garments for customer	2.50
12	15	Determine amount of softener needed for each load of clothes, if used	2.46
13	23	Hang garments	2.43
14	22	Fold garments	2.29
15	14	Determine amount of starch needed for each load of clothes, if used	2.25

*Descending Order
Scale - 0 to 4

RANK*	ITEM NUMBER	TASK	MEAN FREQUENCY
16	11	Clean laundry tubs after washing clothes	2.11
17	25	Separate garments that need repair	1.71
18	34	Prepare customer's claim ticket	1.71
19	28	Do routine maintenance work on laundry equipment	1.64
20	32	Do routine office work: answer telephone, take orders, take messages, filing	1.57
21	12	Select ironing temperature for each load of clothes	1.46
22	13	Select ironing temperature according to type of fabric for clothes	1.43
23	31	Handle customer complaints	1.43
24	26	Send garments for repair to seamstress	1.39
25	18	Iron linens with crisp folds	1.25
26	29	Order new supplies such as detergent, soap, starch, softener, from supplier	1.21
27	20	Use finisher on shirts	1.11
28	17	Use a pad for ironing of garments	1.00
29	19	Shape collars and cuffs	.93
30	27	Repair small tears or burn spots	..86
31	16	Iron on wrong side of garment	.82
32	33	Use a covering cloth when pressing to prevent scorching or to avoid sheen on fabrics	.82
33	30	Order new equipment from supplier	.64
34	21	Iron garments with warp to avoid stretching	.57

APPENDIX D

DESCRIPTORS USED IN ERIC SEARCH:

Employment Qualifications

Occupational Home Economics

Clothing Maintenance Specialist

Sewing Machine Operators

Seamstresses

Clothing Design

Pattern Making

Needle Trades

Clothing

APPENDIX E

JOB OPPORTUNITIES

1. Clothing Specialist: Tailor - Alteration Specialist

   Master Tailor

   Tailor

   Tailor Apprentice

   Dressmaker

   Seamstress

   Alteration Woman

   Mender

   Alteration Tailors

   Hand Sewer

   Tailor's Assistant

   Hat Trimmer

   Women's Garment Fitter

   Clothes Room Helper

   Wardrobe Assistant

   Home Clothing Maintenance Specialist

   Children's Seamstress

2. Clothing Maintenance: Dry Cleaner

   Dry Cleaner

   Dry Cleaner's Helper

   Marker

   Spotter

   Wetcleaner

   Finisher (silk, wool, lining)

   Inspector

Assembler

Bagger

Seamstress

Route Men

3. Clothing Maintenance: Laundry

Washer

Launderer

Presser

Marker

Route Man

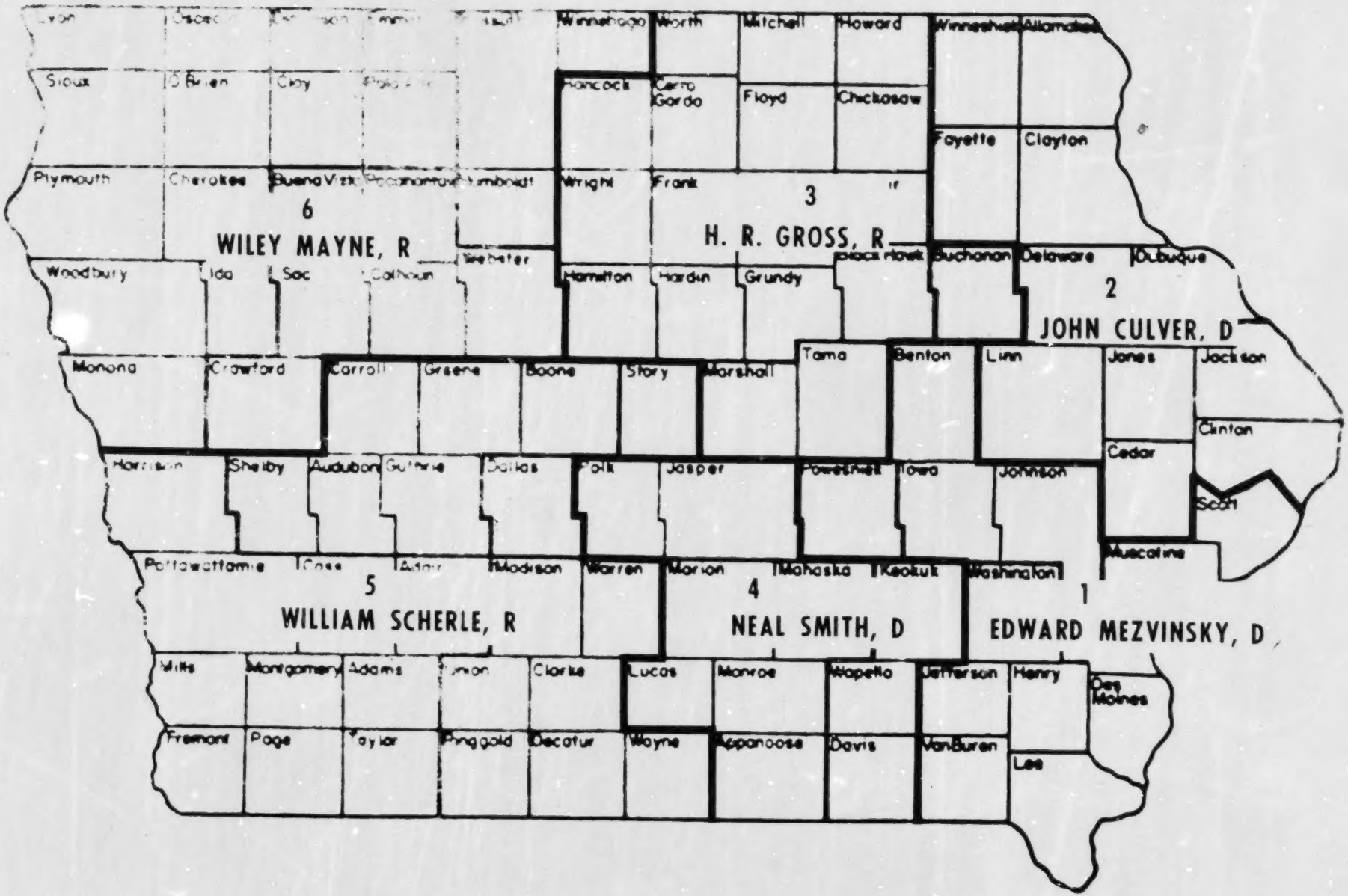
Seamstress

4. Fabric Specialist:

Fabric Sales Personnel

APPENDIX F

IOWA CONGRESSIONAL



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APPENDIX G

RESOURCE PEOPLE CONTACTED

1. Brown, Dorothy (Mrs.), Consultant, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa.

2. Dahmus, Rita (Ms.), University of Northern Iowa, Cedar Falls, Iowa.

3. Megivern, Jo (Mrs.), University of Northern Iowa, Cedar Falls, Iowa.

4. Oslund, Charlotte (Miss), University of Northern Iowa, Cedar Falls, Iowa.

5. Swanson, Cecil, Iowa Employment Security Commission, 1000 E. Grand, Des Moines, Iowa.

6. Yetley, Robert, Iowa Employment Security Commission, 1000 E. Grand, Des Moines, Iowa.

7. Black Hawk County/Iowa Employment Security Commission, 527 E. 5th Street, Waterloo, Iowa.

8. International Institute of Fabricare, Laundry Division, P. O. Box 940, Joliet, Illinois.

9. Menswear Retailers of America, 390 National Press Building, Washington, D. C. 20004.

10. National Institute of Dry Cleaners, Silver Spring, Maryland.

APPENDIX H

ADDITIONAL TASKS LISTED FOR

FABRIC SPECIALIST

1. Supervise employees.
2. Handle special phone requests.
3. Deliver to those handicapped in shopping.
4. Write vendors or buyers for help in obtaining special request fabrics.
5. Advise Home Decorating Projects.
6. Speak to Home Economic and 4-H groups.
7. Advise customer where they might buy if we don't carry the item.
8. Pay bills.
9. Book work.
10. Return of defective merchandise.
11. Plan work schedule.
12. Daily cash reports.
13. Help prepare billings for schools.
14. Demonstrate vacuum cleaners.
15. Model for store.
16. Unpack shipments.
17. Attend fabric showings.
18. Make radio commercials for store.
19. Comparative shopping.
20. Prepare sewing machine repair forms.

ADDITIONAL TASKS LISTED FOR

CLOTHING SPECIALIST -- TAILOR

1. Alter ready-to-wear garments.
2. Repair or replace parts of garments.
3. Make patterns from pictures in style book.
4. Give private tailoring or sewing lessons.
5. Tailoring new lady's garments.
6. Make drapes.
7. Consult with clothing manufacture representatives.
8. Instruct adult education class in evening school.
9. Remodel old garments.
10. Help people with sewing problems.
11. Make sample garments for shop.

ADDITIONAL TASKS LISTED FOR

CLOTHING SPECIALIST -- ALTERATIONS

1. Dust, sweep, mop, clean windows.
2. Tag and hang clothes - arrange clothes.
3. Work on books.
4. Part-time sales lady.
5. Replace knits on sleeves of coats.
6. Apply leather patches on sweaters and coat elbows.
7. Make and attach perspiration shields in men's suit coats.
8. Put lettering on coats and shirts.
9. Make and sew "kick pleats" in bottom of pant legs.
10. Teach lingerie lessons.
11. Hand and machine monogramming.
12. Hand weaving.
13. Crochet and embroidery.
14. Fit foundation garments.
15. Prepare advertising and displays.
16. Attend men's fashion shows.
17. Make pillows (renovate feathers).
18. Assist with leather garments.
19. Pad shoulders and necklines of suits or coats.
20. Cleaner and presser.
21. Mark merchandise.

ADDITIONAL TASKS LISTED FOR

CLOTHING MAINTENANCE -- DRYCLEANING

1. Touch up all shirts.
2. Pick up and delivery.
3. Wool pressing.
4. Related "wet-cleaning" operations as necessary.
5. Prepare advertising.
6. Make necessary contracts for money from banks.
7. Change filters in D.C.
8. Do regular bookkeeping daily.
9. Use feather pillow cleaning machine.
10. Contacting new customers.
11. Alterations.
12. Sort and weigh loads.
13. Search pockets for articles left by customers.
14. Hand iron shirts and table linens.
15. Press and fold draperies.
16. Blow down boiler and add boiler compound.
17. Testing and maintaining soap content, fabric conditioners, etc. for solvent conditions.

ADDITIONAL TASKS LISTED FOR

CLOTHING MAINTENANCE -- LAUNDRY

1. Help on flat work ironer.
2. Put sox on machine.
3. Keep machinery oiled.
4. Weigh loads for washer - extractors.
5. Schedule proper loads in sequence.
6. Check in individual bundles.
7. Get route men's bundles ready to go.